

## 2022-23 Financial Aid Checklist

- Apply for Admission to Viterbo and receive Acceptance Letter**
- Access Email and Self-Service Accounts**
  - Grant access through Parent Proxy to parents/spouse/other person on Self-Service
    - Visit [www.viterbo.edu/financial-aid/parent-proxy-instructions](http://www.viterbo.edu/financial-aid/parent-proxy-instructions) for step-by-step instructions
- Create an FSA ID**
  - The Federal Student Aid (FSA) ID is your electronic signature for Federal applications.
  - Student, and a parent if parent information is reported on the FAFSA, must create the FSA ID(s) using separate email address(es)
  - Create [online](#)
- Submit the 2022-23 Free Application for Federal Student Aid (FAFSA)**
  - Form available at [studentaid.gov/h/apply-for-aid/fafsa](http://studentaid.gov/h/apply-for-aid/fafsa) on October 1, 2021
  - Submit electronically on or before VU priority date of February 1, 2022
- Submit any additional information specifically requested by the Viterbo Financial Aid Office**
  - Requests sent via postal mail (*starting November 2021*)
- View your Financial Aid Offer via VitNet**
  - Notification and instructions will be sent to your Viterbo email account (*starting March 2022*)
- Review Financial Aid Guide and complete Cost Estimate Worksheet**
  - Guide/Worksheet available in March 2022 at [www.viterbo.edu/financialaid](http://www.viterbo.edu/financialaid) under the appropriate category and 2022-23 Financial Aid Offer button
- Accept or Decline Financial Aid Awards via VitNet Self Service**
  - Instructions included in Financial Aid Guide
- Complete Annual Student Loan Acknowledgement (ASLA) (*all borrowers*)**
  - ASLA available at [www.studentaid.gov](http://www.studentaid.gov)
  - Sign using your FSA ID
- Complete Entrance Counseling (*new Viterbo students only*)**
  - Available at [www.studentaid.gov](http://www.studentaid.gov)
  - Sign using your FSA ID
- Complete Sub/Unsub Master Promissory Note (*first-time student borrowers only*)**
  - MPN available at [www.studentaid.gov](http://www.studentaid.gov)
  - Sign MPN using your FSA ID
- Complete PLUS Loan Request Form (*parents*)**
  - Form available in April 2022 at [www.viterbo.edu/financial-aid/common-forms](http://www.viterbo.edu/financial-aid/common-forms)
  - Submit to Viterbo Financial Aid Office
- Complete PLUS Master Promissory Note (*first-time parent borrowers only*)**
  - MPN available at [www.studentaid.gov](http://www.studentaid.gov)
  - Sign using your FSA ID